INSPIRE
Connected Communities Trust

Charging & Remission Policy

Monitoring and review: Director of Finance is responsible for the monitoring and review of this policy
M3 Charging & Remission Policy. Ratified by Finance & Audit Committee. Published May 2026. Review date: May 2027

Introduction

Inspire Connected Communities Trust (Inspire) recognises the valuable contribution that the wide range of additional activities can make towards student's education. We aim to promote and provide such activities as part of a broad and balanced curriculum to enrich and extend the opportunities and experiences available to all students/children.

We believe that all students/children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means, with this in mind as a school we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Trust Board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit & Risk Committee.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the student/child is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for students/children learning individually or in groups, unless the tuition is provided at the request of the student's/child's parent/carer
- Entry for a prescribed public examination if the student/child has been prepared for it at the school
- Examination re-sit(s) if the student/child is being prepared for the re-sit(s) at the school

Transport

- Transporting registered students/children to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered students/children to other premises where the Trust Board or LA has arranged for students/children to be educated

- Transport that enables a student/child to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the student/child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the student/child is being prepared for the re-sit(s) at the school **and** the student/child fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

We can charge for activities known as 'optional extras.' In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the student/child is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student/child has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student/child to school or to other premises where the LA or Trust Board has arranged for the student/child to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to student/child (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

- When calculating the cost of optional extras, an amount may be included in relation to:
- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students/children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students/children participating.

Any charge will not include an element of subsidy for any other students/children who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students/children who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students/children, provided that the tuition is provided at the request of the student/child's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

School Meals

School meals are currently charged at £2.60 per meal, £13.00 per week, payable at the start of each week. The charge will be set annually by the Director of Finance.

Free school meal applications are made online at https://lcc.cloud.servelec-synergy.com/SynergyWeb/Parents/default.aspx or by contacting Lincolnshire County Council Food education team on: 01522 782030.

Late payment of school meals will be monitored and parents will be encouraged not to get behind with payments. In the event of a significant outstanding balance, parents will be asked to provide their child with a packed lunch until the arrears have been cleared.

Activities we charge for

The school will charge for the following activities:

- Breakfast club
- Swimming lessons outside of the National curriculum (Year 7 and above pupils)
- Virtual Gym sessions (St Bernard's School)

For regular activities, the charges for each activity will be determined by the CEO and Director of Finance and reviewed in May each year. Parents/carers will be informed of the charges for the coming year in September each year.

Damage to property and breakages

Where Trust property has been wilfully damaged by a student/child or parent, the Trust reserves the right to charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been wilfully damaged by a student/child, and a school within the Trust has been charged, the Trust may charge some or all of the cost to those responsible.

Remissions

The Trust will consider the remission of charges to parents or carers who receive the following support payments:

- Universal Credit - your household income must be less than £8,003 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit
- Child Benefit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £19,565)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Students/children of families who receive these payments are also entitled to free school meals.

Students/children in the following years will be able to get Universal Free School Meals regardless of the above eligibility:

- Reception
- Year 1
- Year 2

Parents who are eligible for the remission of charges will be dealt with confidentially. The CEO and Trustees will authorise the remission of charges. The Trust may choose to subsidise part or all of the payment of some charges for certain activities and students/children, and this will be determined by the Trustees and CEO.

Voluntary contributions

The schools within the Trust may ask for voluntary contributions for Food Technology/Art Design and/or to fund activities that will enrich our students'/childrens' education.

There is no obligation for parents to make any contribution, and no student/child will be excluded from an activity if their parents are unwilling or unable to pay. However, if a school is unable to raise enough funds for an activity or visit then it will be cancelled and all monies paid will be returned to parents. It must also be made clear that there is no obligation to make a contribution.

Any charge made in respect of individual students/children must not include an element of subsidy for any other students/children wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

The identity of the student/child or parents of the student/child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Conclusion

Adherence to these guidelines will ensure that principles of equal opportunity are upheld, and that the directors of Inspire fulfil their statutory duties with regard to charging and remissions for school activities.